

## The Responsibilities and Duties of the Chair of a Specialty Certificate Examining Board

### Responsibilities

**The Chair of the Specialty Certificate Examining Board is responsible to the Medical Director of the MRCP(UK) and will:**

Have overall responsibility for the Specialty Certificate Examining Board to ensure that all the academic objectives are met.

Have responsibility for ensuring that the Specialty Certificate Examination meets the standards set by the regulatory body the General Medical Council.

Be responsible, with the support of the Medical Director, for the selection, appointment and training of board members and the monitoring of their performance.

Be a member of the Specialty Certificate Examination's Standard Setting Groups

Have responsibility for the on-going development of the Specialty Certificate Examination in the context of the decisions taken by the Specialty Certificate Examinations Steering Group and as directed by MRCP(UK) Management Board.

Be a member of the Specialist Certificate Examinations Steering Group, and advise on issues that effect academic, operational, and policy matters of the Examination

Be a member of other Boards or Committees as requested by the Medical Director.

Review the functions of the Specialty Certificate Examining Board and advise the Specialty Certificates Steering Group and the MRCP(UK) Management Board on the strategy that should be adopted to ensure the Examination can be delivered both within and outwith the UK.

Support MRCP(UK) Central Office in their work in developing and delivering the Examination.

### Requirements

It is a requirement for all those working with MRCP(UK) examinations that:

They confirm that they hold MRCP(UK) or an equivalent postgraduate diploma, that they are a member or fellow of one of the three Colleges, and that they are registered and in good standing with the GMC.

That they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the MRCP(UK) exams are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with National Guidelines, and CPD requirements.

### Time Commitment

The Specialty Certificate Board will normally hold one examining board meeting per year and run one diet.

This is a non-salaried position though all reasonable expenses and travel costs will be met by the MRCP(UK) Central

Office in line with the Federation expenses policy.

The tenure of board appointments is five years. Subject to the agreement of the Associate Medical Director for Written Examinations, individual tenure may be extended by up to a maximum of five years to ensure orderly succession planning.

### **Performance Review**

The Medical Director or his/her appointee is responsible for giving feedback to Board Chairs on their performance as appropriate.

### **Confidentiality**

The work of exams is highly sensitive and it is the responsibility of those working on the development of the exams to ensure that the confidentiality of candidate information, examination results and examination material is respected at all times.

### **Conflict of Interest**

Should a conflict of interest or potential conflict of interests arise it is the responsibility of the individual to inform the Medical Director.

### **Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation. And where the Specialty Certificate Examinations are developed in partnership with a Specialist Society the Federation may share the copyright.

Participation in commercial activities

**MRCP(UK) Board officers may not take part in commercially run courses.**

**Nor may they write or contribute to non-College books or other materials such as CD-Roms or to re-edit or revise existing texts or other publications whose specific purpose is to help candidates prepare for any or all parts of the MRCP(UK) Examination.**

Assignment of copyright

**I assign to the Federation of Royal Colleges of Physicians of the UK the copyright of the material which I have prepared or will in future prepare, for any part of the MRCP(UK) Examination or Specialty Certificate Examinations. This includes questions for the MRCP(UK) Part 1 and Part 2 Written Papers, scenarios for the MRCP(UK) Part 2 Clinical Examination (PACES) and the any of the Specialty Certificate Examinations.**

**I accept that the Federation may use this material in the MRCP(UK) Examinations, and may also may publish it, as it sees fit, without any payment to me.**

**At all times, and to the best of my knowledge, any material I submit will have been prepared for use in the MRCP(UK) or Specialty Certificate Examination and will not have been published previously, and is not the intellectual property of anyone else.**

**I undertake not to publish, independently of the Federation, any material which I have prepared for the MRCP (UK) Examination, or which I have reviewed through my work for the MRCP (UK) Examination.**

I hereby acknowledge my acceptance of the duties and responsibilities, my acceptance of the restrictions on commercial activities and the assignment of copyright.

Signature \_\_\_\_\_ Date \_\_\_\_\_

(Appointee)

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